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DRAFT

OFFICE OF RESEARCH AND REPORTS

Office of the Chief, Economic Research

Publication Instruction No. 10

TO: Analysts, Economic Research Area
FROM: Chief, St/PB
SUBJECT: Alternate Procedure for the Documentation of ERA Reports
REFERENCE: ERA Procedure No. 5, Documentation of Reports in
the Economic Research Area

1. The objective of this Instruction is to provide an optional method of documenting ERA research reports in order to economize on the analytical, the editorial, and the typing efforts while preserving the advantages of fully documented reports.

2. The ERA procedures on the form to be used in the documentation of research reports, as prescribed in RA-8, The Writing of Reports, 31 August 1956, Appendix C, SECRET, are amended as follows:

a. In preparing the first drafts of research reports, analysts will follow the present procedures as to the form in which documentation is numbered and presented, except that it will be optional to type each numbered source citation on a separate 3x5-inch file card, triple-spaced, so as to facilitate subsequent editing.

b. Where several sources are referred to under a single number in the text, these sources will be grouped together,

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as under present procedures, and will be typed on the same card. Only one side of a card will be used. If it is necessary to use more than one card for a single numbered citation, then successive cards will bear in the upper left-hand corner the identifying citation number of the first card, followed by a hyphen and a card number.

c. In order to economize on effort and to expedite the production of reports, the flexibility of the card system will be exploited to dispense with the need for renumbering citations or recopying the documentation in successive drafts of the reports. Instead, the original citation numbers will be preserved and the source cards rearranged to agree with changes in the text. Additional citations and source cards may be inserted as needed.

d. When a draft report is forwarded for review, the numbered source cards may be submitted as the Source References Appendix instead of the present requirement that sources be typed in a continuous list, in order to permit St/PB, in its editorial processing of the report, to benefit from the flexible source card system. Only when the report has reached the final editorial stage will the source citations be renumbered consecutively by St/PB and the source citations retyped in a continuous list for reproduction.